

State of California

DEPARTMENT OF THE YOUTH AUTHORITY



OPEN EXAMINATION
PHYSICIAN & SURGEON
CORRECTIONAL FACILITY

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY Applications are available at Youth Authority offices/facilities; State Personnel Board at 801 Capitol Mall, Sacramento; and the Employment Development Department. File in person or mail applications only to the address indicated below. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

Applications may be filed in person or by mail with the:

Department of the Youth Authority
Personnel Management Services Division
4241 Williamsborough Drive, Suite 115
Sacramento, CA 95823

If you have a disability and need special testing arrangements, mark the appropriate box in the State application (Form 678). You will be contacted to make specific arrangements.

FINAL FILING DATE Applications will be accepted on a continuous basis until needs are met

EXAMINATION INFORMATION **NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

A candidate may be tested only once during a testing period. This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. Interviews will be scheduled periodically at various Youth Authority facilities throughout the state.

SALARY RANGE
Range A - \$6447-\$7836
Range B - \$7810-\$9492
Range C - \$8187-\$9951
Range D - \$8424-\$10,239

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall move to the minimum step of Range B and shall receive a new salary adjustment anniversary date. If movement to the minimum step in Range B amounts to an increase of less than one step, the employee shall be entitled to the next higher rate in salary Range B which provides a one-step increase.

Range A - This range shall apply to any incumbent in a position who does not meet the criteria for payment at either Range B, Range C, or Range D.

Range B- This range shall apply to incumbents who possess the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners and who has completed one year of full-time experience in the practice of medicine exclusive of internship.

Range C- This range shall apply to any incumbent in a position who:

- 1. Has been accepted at some time for an examination for a medical specialty certificate as evidenced by a written statement from the secretary of an American specialty board or American osteopathic specialty board; or
- 2. Has completed three years of approved residency training program in an accepted medical or osteopathic specialty in an approved hospital or institution.

Range D - This range shall apply to any incumbent in a position who possesses a valid medical or osteopathic specialty certificate issued by an American medical specialty board or an American osteopathic specialty board.

NOTE: It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood and

THIS BULLETIN CANCELS AND SUPERSEDES BULLETIN ISSUED ON MARCH 27, 1997

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Department of the Youth Authority
4241 Williamsborough Drive, Suite 115
Sacramento, CA 95823
Telephone: (916) 262-1338

Physician and Surgeon, Correctional Facility
Final Filing Date: Continuous Filing
Class Code: SB36-9269

REQUIREMENTS FOR
ADMITTANCE TO
THE EXAMINATION

NOTE: It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood and possess the basic qualifications required.

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.)

NOTE: Applicants must show their license number, title and expiration date on their application.

Special Personal Characteristics: Empathetic understanding of patients of a Youth Authority facility; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience and emotional stability.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of youthful offenders.

Assignments may include sole responsibility for the supervision of youthful offenders and/or the protection of personal and real property.

THE POSITION

A Physician and Surgeon, Correctional Facility examines, evaluates and diagnoses patient illnesses. The Physician and Surgeon prescribes and administers medical treatment; performs or assists in performing minor surgical procedures; evaluates and treats a wide spectrum of public health including sexually transmitted diseases, tuberculosis, hepatitis, the human immunodeficiency virus, and associated complications. There is a high emphasis placed upon the provision of primary care and skills related to this discipline. The ordering and analysis of laboratory examinations and x-rays. Reviews other ancillary services. Documentation in the health record while conducting rounds in both the inpatient and outpatient setting is the responsibility of the Physician and Surgeon. Instruction and clinical supervision of the nursing staff, participation on the mental health interdisciplinary team, serving as physician-on-call and assisting in maintain order are duties of this position. The Physician and Surgeon serves as medical consultant to our other lines of business including mental health and dental services; in addition supervises the conduct of persons committed to the Department of the Youth Authority maintain security of working areas and work materials.

Positions exist at various Youth Authority facilities throughout the State.

EXAMINATION
SCOPE

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

A. KNOWLEDGE OF:

1. Methods and principles of general medicine and skill in their application.

2. Recent developments in general medicine and surgery.

3. Hospital organization and procedure.

4. Psychiatric social work, physical therapy and various rehabilitation therapies.

B. ABILITY TO:

1. Examine, diagnose and treat physical and mental disorders.

2. Interpret laboratory analyses and x-rays.

3. Instruct in the principles and practices of general medicine and surgery.

4. Prepare and supervise the preparation of case histories and the keeping of hospital records.

5. Analyze situations accurately and adopt an effective course of action.

ELIGIBLE LIST

The eligible list resulting from this examination will be used to fill vacancies which may occur at Youth Authority facilities located throughout the State. Names of successful competitors are merged in to the list in order of final scores, regardless of date. Eligibility expires 24 months after it is established.

VETERANS
PREFERENCE

Veterans preference credit will be added to the final score of all competitors in this examination who qualify for and have requested these points.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Department of the Youth Authority, Personnel Management Services Division, Examination Unit, in Sacramento at (916)262-1338, three weeks after the final filing date if he/she has not received a progress notice.

It is the candidate's responsibility to contact the Department of the Youth Authority three days prior to the oral interview date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior of the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at Youth Authority facilities, State Personnel Board, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test and all candidates who pass will be ranked according to their scores.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted in an Open examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled led veterans; and 15 points for disabled veterans. When credit is granted in an Open Nonpromotional examination it is as follow: 10 points for disabled veterans and 5 points for other veterans. Directions for applying for veterans preference and definitions for veteran and disabled veteran are available on the application for Veterans Preference (form SPB 1093) which is available from the State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001. Due to the changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S CREDITS.

The Department of the Youth Authority reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and have a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The Department of the Youth Authority does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Information concerning the provisions of the ADA, and the rights provided thereunder, are available from the ADA Manager, Equal Employment/Community Participation Office, 4241 Williamsborough Drive, Suite 201, Sacramento, California 95823, (916) 262-1475.

Appeal Information: You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244-2010, to review your rating if you believe that the panel failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. ***The appeal must be filed within 30 days after the notice of examination result were mailed and must state the facts, information, or circumstances upon which the appeal is based.*** Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco and Los Angeles.



MISSION AND VALUES

The Mission of the Youth Authority is to protect the public from criminal activity by providing education, training, and treatment services to youthful offenders committed by the courts; directing these offenders to participate in community and victim restoration; and assisting local justice agencies with their efforts to control crime and delinquency; and encouraging the development of state and local programs to prevent crime and delinquency. In order to enhance ~~ability to accomplish mission, we have a set of values~~ value: ***The Worth of the Individual*** - We treat all people with dignity, respect, and consideration. ***People's Ability to Grow and Change*** - We believe people have the ability to grow and change, and we provide the opportunity for them to do so. ***Staff as our Greatest Resource*** - We encourage staff to develop personally and professionally and to participate in decision making. ***Ethical and Moral Behavior*** - We demonstrate a behavior which is fair, honest, and ethical both on and off the job. ***Citizen Participation*** - We invite public involvement, support, and assistance to plan, deliver, and evaluate programs. ***Excellence*** - Our performance demonstrates a commitment to and recognition of quality, dedication, and innovation. ***A Safe and Healthy Environment*** We believe that physical and mental health are important, and our commitment is to provide a safe and secure work and living environment.